

2016 Annual Operating and Financial Plan
Between
Idaho Department of Correction
And
Idaho Department of Lands

This Annual Operating and Financial Plan (Plan) is entered into by the Idaho Department of Correction (IDOC) and the Idaho Department of Lands (IDL) under the provision of the Human Resource Agreement, Number 611.02.01.001. The Agreement allows the IDOC to provide offender labor to assist IDL in meeting its fire suppression, prescribed fire, and project work objectives.

As defined in the Human Resource Agreement, both wildland fire suppression and prescribed burning are considered emergency situations. The payment schedule for the use of fire crews in support of fire suppression or prescribed burning is the same. Project work refers to all other work that does not require the specialized equipment, personal protective equipment, and training required for participating in the suppression or application of fire.

The Idaho Cooperative Fire Protection Agreement (CFPA) establishes the Human Resource Agreement between IDL and IDOC as the only agreement that will be used by federal agencies in support of their fire suppression activities. The CFPA does allow other agencies to enter into direct agreements for the use of IDOC resources for nonsuppression activities, including prescribed fire and other project work.

1. WILDLAND SUPPRESSION/PREScribed FIRE CREWS

A. Fire Crew Configuration

The standard fire crew configuration will be twenty (20) offenders and two (2) correction officers. One correction officer will serve in a line-producing role as Crew Boss, Crew Boss Trainee, Squad Boss (FFT1), or Firefighter 2 (FFT2). The second correction officer will serve as security. Additional personnel, from either IDOC or other agencies, may accompany the crew in a training capacity. No adjustments to the payment schedule will be made for additional personnel. The offender to officer ratio of 20:1 will be maintained at all times in order to meet IDOC security requirements.

Fire crews will meet the Minimum Crew Standards for National Mobilization, Type 2 Crew as established in the National Interagency Mobilization Guide available at <http://www.nifc.gov/nicc/mobguide/>.

IDOC is responsible for the training and certification of all offenders and correctional officers for the position in which they function, in accordance with the provisions of the National Wildfire Coordination Group (NWCG) Wildland Fire Qualification System Guide (PMS 310-1) <http://www.nwcg.gov/pms/docs/docs.htm>.

IDOC will provide offenders with personal protective equipment to meet NWCG standards and will ensure all offenders are trained in the proper use of the equipment.

If an IDOC Crew Boss is not available, IDL, or another supporting agency, may provide a qualified Crew Boss.

B. Fire Crew Payment Schedule

20-Person Crew		
Shift	Rate*	Each Offender < 20
Full Day	\$5,180	-\$259
Half Day**	\$2,590	-\$129.50

10-Person Crew		
Shift	Rate*	Each Offender < 10
Full Day	\$2,590	-\$259
Half Day**	\$1,295	-\$129.50

* Inclusive of offender and IDOC staff labor, vehicles and equipment use, and all other expenses.

** Half day rate for all shifts less than eight hours.

Severity: When fire danger conditions are such that crews are requested to remain in a state of fire readiness (staff, offenders, equipment and vehicles ready for dispatch) at the institution, IDOC will be reimbursed 50 percent of the daily rate. While in severity status, crews will be in transit within fifteen minutes of receiving the fire call, and will remain in a state of readiness until notified by dispatch or the IDL liaison.

Short Crews: Crews of less than twenty (20) offenders may be desirable in some circumstances. Use of short crews will be negotiated on a case-by-case basis. Payment schedule will be adjusted as per the Fire Crew Payment Schedule.

Fluctuations in Size of Crew: Crew member substitutions may be necessary to accommodate inmates who are unavailable due to hearings, appointments, etc. IDOC is responsible for all transportation and logistical costs associated with crew member rotations.

For a crew position to be considered for payment, the position must be filled for at least one-half of the actual shift length for that particular day.

2. CAMP CREWS

A. Camp Crew Configuration

The standard camp crew order will be twenty (20) offenders and two (2) correctional officers. No fireline qualifications are necessary for camp crews.

B. Camp Crew Payment Schedule

Personnel	Rate*
IDOC Officer	Actual agency cost
Offender	AD-A rate, \$14.68 per hour**

* Actual hours worked

** Current year US Forest Service Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals).

C. Vehicle Reimbursement Rates

Vehicles and Equipment	Rate
Standard Vehicle	\$.75/mile*
Buses	\$1.00/mile*
Support Trailer	\$.20/mile*

* IDOC is responsible for all operating expenses.

3. PROJECT WORK CREWS AND EQUIPMENT

A. Project Work Crew Configuration

IDOC will provide crews as specified by the ordering agency.

The ordering agency is responsible for explaining the project to correctional staff and the offender crew, and conducting any necessary training and safety briefings at the onset of each project or project phase. IDOC is responsible for outfitting offenders with all necessary personal protective equipment to safely conduct assigned work.

An offender to officer ratio of 20:1 will be maintained at all times in order to meet IDOC security requirements (IDOC Policy 611).

B. Project Work Crew Payment Schedule

Personnel	Rate*
IDOC Officers	Actual agency cost
Offenders	\$6.75 per hour

*Actual hours worked

Reimbursable project work requiring crews to camp out will be negotiated per project request.

C. Vehicle and Equipment Reimbursement Rates

Vehicles and Equipment	Rate
Standard Vehicle	\$.75/mile*
Buses	\$1.00/mile*
Support Trailer	\$.20/mile*
Chainsaws	\$2.50/hour*

* IDOC is responsible for all operating expenses.

4. RESTAURANT-PROVIDED MEAL RATES

A. Fire Suppression Meals

IDOC will adhere to IDL Travel Policy for restaurant-provided meals. Total meal cost must include tax and gratuity. IDOC will be responsible for payment of any meal expenses above the rates listed below:

Meal	Rate
Breakfast	\$12.75
Lunch	\$17.85
Dinner	\$28.05

B. Prescribed Burning and Project Work Meals

Per diem rates are based on Idaho State Board of Examiners In-State Per Diem Rates. Restaurant-provided fire suppression meal rates do not apply to prescribed fire projects. Total meal cost must include tax and gratuity. IDOC will be responsible for payment of any meal expenses above the rates listed below:

Meal	Rate
Breakfast	\$11.25
Lunch	\$15.75
Dinner	\$24.75
Full Day	\$45.00

5. INSTITUTION PROVIDED MEALS

Only meals that are ordered by the host agency and documented on a resource order will be reimbursed. Meals provided by IDOC, in support of fire crews, shall meet or exceed the National Mobile Food Services Contract standards available from the U.S. Forest Service. Meals will be reimbursed at the rates listed below:

Meal	Rate
Lunch	\$14.00

6. SAINT ANTHONY WORK CAMP FOOD UNIT

A. Saint Anthony Food Unit

The Saint Anthony Food Unit is available to provide a minimum of 75 meals and a maximum of 400 meals per meal period. All meals shall meet or exceed the standard as outlined in the National Mobile Food Services Contract. If the expected needs of the incident are greater than the food unit capacity, IDOC will notify the ordering agency one day in advance. The ordering agency will be responsible for providing supplemental meals. The ordering agency shall provide:

- Potable water source after first 24 hours.
- Disposal of gray water.
- A Food Unit Leader, Facilities Unit Leader, or Logistics Section Chief.

B. St. Anthony Food Unit Payment Schedule

Meal	Fire Suppression	Project Work
Breakfast	\$13.25	\$7.50
Sack lunch/lunch meal	\$15.00	\$10.50
Dinner	\$25.50	\$16.50
Full Day		\$30.00

IDOC will be reimbursed for the number of meals ordered by the host unit representative, even if quantities consumed are less than those ordered.

A ten-person camp crew will be provided to staff the food unit. Meal rates do not include personnel costs. See provisions in Section 2 – Camp Crews.

Note: These rates apply only to meals provided by the mobile St. Anthony Food Unit. For meal rates provided by the institutions, see Section 5 – Institution-Provided Meals.

C. Vehicle and Equipment Reimbursement Rates

Vehicles and Equipment	Rate
Food Unit Trailer	\$1.50/mile*
Refrigeration Trailer	\$1.25/mile*
Support Vehicle	\$1.00/mile*

* IDOC will provide all operating supplies.

D. Delivery Charge

For dispatches beyond a 175 mile radius from the city of St. Anthony, any assessed delivery charge by the vendor for food delivery will be billed to the ordering agency.

7. DISPATCH/MOBILIZATION PROCEDURE

All fire suppression dispatches will be coordinated between the appropriate Liaison Officers. Institutions may work in direct contact with dispatch centers for fire suppression assignments upon agreement with the IDL and IDOC liaisons.

Institution	IDL Liaison	IDOC Liaison	Dispatch Center
Idaho Correctional Institution - Orofino	Cameron Eck CPTPA ceck@cptpa.idaho.gov (208) 476-5612 (208) 476-7218 fax	Lt. Greg Heun gheun@idoc.idaho.gov (208) 476-3655, Ext. 228	Grangeville Interagency Dispatch Center
South Idaho Correctional Institution - Boise	Rick Finis IDL- Southwest rfinis@idl.idaho.gov (208) 334-3488 (208) 863-6372 fax	Gretchen Woodland gwoodlan@idoc.idaho.gov (208) 336-1260	Boise Interagency Dispatch Center
St Anthony Work Camp	Katina Kienlen IDL- Eastern Idaho kkienlen@idl.idaho.gov (208) 525-7167 (208) 525-7178 fax	Lt. Glenn Armstrong garmstro@idoc.idaho.gov (208) 624-3775	Eastern Idaho Interagency Fire Center

The dispatch center is responsible for faxing/emailing resource orders for IDOC resources to the appropriate IDL district office immediately following mobilization. The dispatch center is responsible to notify the appropriate IDL district whenever IDOC resources are reassigned.

For all nonsuppression activities (prescribed fire and project work), the hosting agency will work directly with IDOC.

8. GENERAL PROVISIONS

Use of IDOC resources will adhere to the standards established in the Interagency Incident Business Management Handbook (IIBMH). All forms must be completed and processed in accordance with the IIBMH.

A. Emergency Equipment Rental Agreement (EERA), OF-294

Vehicles and equipment utilized under this Plan may have an EERA completed pre-season to facilitate administration. Rates listed in this Plan will be the only rates used for vehicle reimbursement. If EERAs are completed, the project work rates will be posted in Blocks 11 or 12 on the EERA. Block 14 "Special Provisions" will state the following:

- Mileage rate only applicable for vehicle use for camp crew support or for project work. Vehicle use is included in the daily rate for wildland suppression and prescribed fire crews. Refer to the 2016 Operating and Financial Plan between the Idaho Department of Correction and the Idaho Department of Lands.

B. Timekeeping

Crew time will begin once the crew has been checked out and has departed the institution. When returning to the institution, 1.5 hours may be added to crew time upon arrival at the institution to allow for security screening and offender check-in.

All incident and project activities will adhere to the standards established in the IIBMH, Chapter 10, Personnel, including the provisions regarding work/rest guidelines, duty hours, meal breaks, travel regulations, and length of assignment. A Crew Time Report (CTR), SF-261, must be completed and submitted to finance, or the designated IDL office, for each shift. The CTR must reflect actual hours worked in order to document adherence to work/rest guidelines.

9. BILLING PROCEDURE

A. Agency Fiscal Contacts

Institution	IDL Fiscal Contact	IDOC Fiscal Contact
Idaho Corrections Institution - Orofino	Monica Hagen IDL - Clearwater mhagen@idl.idaho.gov (208) 476-4502	Arlene Frank afrank@idoc.idaho.gov (208) 658-2044 (208) 672-3422 (FAX)
South Idaho Corrections Institution - Boise	Georgia Cowan IDL - Southwest gcowan@idl.idaho.gov (208) 334-3488	Brenda Corbett bcorbett@idoc.idaho.gov (208) 658-2096 (208) 672-3422 (FAX)
St Anthony Work Camp	Katina Kienlen IDL - Eastern Idaho kkienlen@idl.idaho.gov (208) 525-7167	Lorraine Royer lroyer@idoc.idaho.gov (208) 624-3775, ext. 206

B. Fire Suppression Billing

IDOC will provide IDL a payment package within thirty (30) days upon return from an incident containing the following items:

- Signed original Crew Time Reports (CTR), SF-261, for each day on assignment. Writing must be legible.
- Crew Performance Evaluation.
- Vehicle Logs (for camp crews and St. Anthony Food Unit).
- Meal breakdown sheet (specific to St. Anthony Food Unit).
- Resource Order

IDOC will prepare a summary cost statement or invoice, and attach it to the Interagency Billing Input (IAB) form. Both the summary cost statement and IAB will be included in the payment package. The original documents will be sent to the IDL fiscal contact for processing.

Once audited by the IDL Fiscal Contact, they will mail the completed payment package to the Bureau of Fire Management in Coeur d'Alene for payment. Payment will be made by IDL to IDOC within 60 days from the date received by IDL.

C. Project Work Billing

IDOC will provide the IDL Supervisory Area a payment package by the 15th of each month containing the following items:

- IDOC Project Work Report
- Vehicle Logs
- Interagency Billing Input Form (IAB)

IDL will audit the project billing package and forward to the Bureau of Forest Management in Coeur d'Alene for payment. Payment shall be made by IDL to IDOC within 30 days from the date received by the Bureau of Forest Management.

Duration: This Plan is valid from date of last signatory until renegotiated or terminated by either party.

Termination: This Plan may be canceled by either party with thirty (30) days written notice.

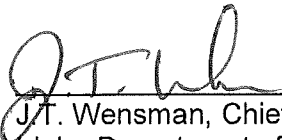
IN WITNESS THEREOF, the parties have executed this Plan as of the last date shown below:



Kevin Kempf, Director
Idaho Department of Correction

7-7-16

Date



J.T. Wensman, Chief, Bureau of Fire Management
Idaho Department of Lands

6/16/16

Date